

Chemical Storage Checklist

The risks associated with exposure to a chemical are dependent on many factors, including the chemical's hazard level (degree of flammability, toxicity, etc.), the route of exposure (e.g., absorbed through skin, inhaled, consumed, injected), and the duration of exposure.

The following checklist can be used to conduct a walk-through inspection and evaluate your chemical storage practices. It is not intended to be an all-encompassing assessment, since site conditions and local and state requirements vary. Use the checklist as a starting point for assessing your facility and prioritizing areas that need to be addressed. Based on your findings, seek available resources to make improvements. Better chemical storage practices and simple solutions often yield significant results.

- ☐ Chemicals are stored in a designated chemical storage structure, separate from the general maintenance facility that is secure and has limited personnel access.
- ☐ Storage area is well ventilated.
- ☐ The storage area is kept clean and orderly.
- ☐ Equipment is stored in clearly designated areas.
- ☐ A separate break/lunch/meeting room is available.
- ☐ Material safety data sheets (MSDSs) and other safety information is posted and readily available.
- ☐ An emergency response plan is filed with emergency responders. The plan should address topics such as fuel, pesticides, fertilizers, paints and solvents.
- ☐ A spill containment kit is readily accessible and easy to open; containment procedures are posted.
- ☐ Pesticides and herbicides should be stored away from each other and in an area with proper ventilation.
- ☐ Pesticides are kept dry and away from activities that might knock over a container or rip open a bag.
- ☐ Pesticides are stored off the floor on metal or plastic shelving. If wooden shelving is used, pesticides should be placed in an air-tight plastic bin or container.
- ☐ Liquid products should be stored below dry products or have secondary containment on the shelf.
- ☐ A limited amount (one season supply) of pesticides is stored.
- ☐ Ensure that all chemicals are labeled properly. Proper labeling is a simple and effective way to reduce many of the environmental hazards and also decreases the risk of accidents and injuries.
- ☐ Label all chemicals to ensure proper identification. Use labels that are colorfast and permanent, and re-label as necessary.
- ☐ Store chemicals away from open flames and heat sources.
- ☐ Chemical labels should include the proper name of the chemical, name and address of the manufacturer, date received, emergency information and hazard markings.

Chemical storage checklist

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- ☐ When organizing your storage area(s), check for and label mislabeled and unlabeled chemicals only if you are sure of their identity. For substances that are unknown, plan to eliminate them by following appropriate waste management procedures.
- ☐ Label all chemicals with the date they are received so that older ones will be used first (first in, first out).
- ☐ Routinely inspect your chemicals for container integrity and maintain legible labels. Repeat as needed.

For further information on human exposure to chemicals, please call the National Poison Center Hotline at **(800) 222-1222**.

For more information about pesticides, contact the Indiana State Chemist's Office, at **(317) 494-1585**.

Report Spills. All chemical spills, which threaten public water supply, need to be reported to the Indiana Department of Environmental Management Spill Line, as legally required by the Indiana Spill Rule. For a chemical spill of any size, call the IDEM Emergency Response line at **(888) 233-7745**. If you are in doubt as to whether or not a spill needs to be reported, call the Emergency Response line. It is better to be advised your spill is not reportable than to be in violation. For more emergency response information, visit the IDEM Web site, at **www.IN.gov/idem/programs/land/er/**.

More information can be found on the Chemical Management CD in your Green Steps Tool Kit.